

**DEPARTMENT OF REVENUE
APPLICATION ACCESS AUTHORIZATION FORM**

COMMON DATA

___ Add

___ Upd.

___ Del.

___ No Action

User ID _____ SSN _____ - _____ - _____
 Last Name _____ First Name _____ MI _____
 Common Name _____ Sign Name _____
 Address 1 _____
 Address 2 _____
 Address 3 _____
 City _____ ST _____ Zip Code _____
 Phone (_____) _____ Ext _____ Fax (_____) _____
 Employee Position # _____ Station # _____
 Job Title _____ Supv Position # _____

CAR SYSTEM APPLICATION PROFILE

___ Add

___ Upd.

___ Del.

___ No Action

Printer ID1 _____ Printer ID2 _____ Create/Skip _____ 202 Auth _____
 Eff Date _____ Exp Dte _____ User Level _____ Aprvl Amt \$ _____
 Delg ID _____ Delg Eff Date _____ Delg Exp Date _____
 Reviewer ID _____ Supv ED _____ Supv Name _____ User Group _____
 Bill Reason _____ Program Code _____
 999 Menu Fncs _____ 101 Menu Fncs _____
 301 Menu Fncs _____
 601 Menu Fncs _____ 801 Menu Fncs _____
 CAR Approval Groups

BANKRUPTCY APPLICATION PROFILE

___ Add

___ Upd.

___ Del.

___ No Action

1. Inquiry _____ 3. Update A. Hogan _____ 4. Delete A. Hogan _____ 5. Crt Maint. _____
 2. Add _____ B. Non Hog _____ B. Non Hog _____ 6. Aud Trail _____

Need for Activity Justification: _____

AUTHORIZATION BY SUPERVISOR OF MANAGER OF USER_____
Signature of Supervisor/Manager_____
Telephone No._____
Date*******AAS ADMINISTRATION USE ONLY*******

AAS Updated By: _____

Date Updated: _____

Date Manager/Supervisor Notified: _____

USERID: _____ NAME: _____

FILE REQ. APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Central File Access _____ Sensitive File Access _____ Inactive Date _____

 Permitted Tax Types: ☐ Tax Type 1 ☐ Tax Type 2 ☐ Tax Type 3
 ☐ Tax Type 4 ☐ Tax Type 5 ☐ Tax Type 6

Unauthorized Tax Types and Account Numbers:

Tax Type 1/Acct No. _____	Tax Type 2/Acct No. _____
Tax Type 3/Acct No. _____	Tax Type 4/Acct No. _____
Tax Type 5/Acct No. _____	Tax Type 6/Acct No. _____
Supervisor Nickname _____	Supervisor Name _____
Delegate Nickname _____	Delegate Name _____
Delegate Begin Date _____	Delegate End Date _____

JOURNAL VOUCHER APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Prepare Auth Code _____	Approver Auth Code _____	Tax Authority _____
JV Inquiry Allowed _____	Tax Type Table Update Allowed _____	
Tax & Recpt Acct JV's _____	Tax Acct Only JVs _____	Recpt Acct Only JVs _____
Approver 1 ID _____	Approver 1 Name _____	
Approver 2 ID _____	Approver 2 Name _____	
Approver 1 Authorized Amount _____		
Delegate USER ID _____	Delegate Name _____	
Delegate Begin Date _____	Delegate End Date _____	

MIS/BUS TAX REFUND APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Organization Group _____							
Tax	Preparer	Appr 1	Appr 2	Tax	Preparer	Appr 1	Appr 2
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

IND INCOME TAX REFUND APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Organization Group _____ Preparer _____ Approver 1 _____ Approver 2 _____

CORPORATION REFUND APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action

Organization Group _____ Preparer _____ Approver 1 _____ Approver 2 _____

IND INCOME TAX DO/KO APPLICATION PROFILE ___ Add ___ Upd. ___ Del. ___ No Action
Inquiry access does not require an Ind. Income Tax DO/KO Application Profile. Update access is Restricted to Division of Individual Income Tax & Division of Operations.

Organization Group _____ Preparer _____ Approver 1 _____ Approver 2 _____

****Page 2 must be accompanied by page 1 showing completed "Need for Activity Justification and Supervisor/Manager information.**